

BUSINESS CONTINUITY CHECKLIST

- 1. **Establish the Stakeholders**
 - Who will build and execute the Business Continuity Plan?
 - Gain buy-in from key leaders-- C-level management, Board of Directors.
- 2. **Identify Minimum Viable Operations**
 - What are the critical operations your business needs to operate?
 - Discuss with all line-of-business managers
- 3. **Business Impact Analysis**
 - What is the cost of downtime for your business?
 - What operations of the business would be impacted by different threats?
 - Consider outsourcing this task to establish a baseline
- 4. **Risk Analysis**
 - What is the organization's risk tolerance?
 - What mitigation tactics are currently in place or could be implemented?
 - Can the organization recover from the financial impact of identified threats?
- 5. **Recovery Strategies**
 - Utilize Business Impact Analysis and Risk Analysis to develop strategies
- 6. **Build the Business Continuity Plan**
 - Detail documentation of plan
 - Include Disaster Recovery Plan and Incident Response Plan as part of plan
- 7. **Test and Validate Business Continuity Plan**
 - Test at regular intervals at the very least annually
- 8. **Educate Impacted Employees**
 - Inform employees of the procedures identified in the plan so they are aware of what to do should the plan have to be activated.
- 9. **Audit and Update Plan**
 - Routinely update the plan for changes to the business, operations, or new threats and test accordingly
- 10. **Back to Step 2**

Call 1 (855) SAFE.NAV or email us at:
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